



**NOTICE OF JOB AVAILABILITY  
AMERICAN EMBASSY LJUBLJANA**

**ANNOUNCEMENT NUMBER: 13-04**

**OPEN TO:** All Interested Candidates

**POSITION:** Information Specialist (Media/Press/Public Affairs) FSN-09 / FP-5\*

**OPENING DATE:** June 21, 2013

**CLOSING DATE:** July 5, 2013

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** \*EFM/MOH/NOR (Position Grade: FP-5 steps 1 through 4 to be confirmed by Washington)  
\* Ordinarily Resident: (Position Grade FSN-09)

**LENGTH OF HIRE:** For the period of replacing a temporarily absent employee

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Ljubljana is seeking an individual for the position of **Information Specialist (Media/Press/Public Affairs)** in the Public Diplomacy Section [PAS].

**BASIC FUNCTION OF POSITION**

The Incumbent serves as the principal Mission advisor on all Department of State and Mission media affairs activities in Slovenia. As such, the Incumbent provides media monitoring, analysis, advice, liaison, and support to the Mission's Public Affairs program and serves as media advisor to the Public Affairs Officer (PAO) and other senior Mission officers. Identifies, monitors and analyzes Slovene print and broadcast media on topics relevant to bilateral U.S.-Slovene relations and to Department of State and Mission objectives in Slovenia. Translates articles as necessary and independently drafts frequent, rapid media reaction reports to Washington. The incumbent is responsible for placing a variety of materials in public print or electronic media. The Incumbent develops proposals for and designs and manages all media-related speaker programs.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (01) 200 5520.

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. A university degree in journalism, communication or English/American language (/literature) studies is required.
2. Five years of active work experience in radio, television, and/or journalism, publishing, editing or a related field. At least four years of professional experience in translating, editing, and/or proofreading sophisticated texts dealing with complex subject matter for translation between the Slovene and English languages.
3. English: Level IV (Fluent; sp/read) proficiency in written and spoken English is mandatory, with substantial translation experience or certification as a Slovene-English, English-Slovene translator. Slovene: Level V (Translator/Interpreter or equivalent; sp/read).
4. Advanced understanding and knowledge of the Slovene political environment and the media, a thorough understanding of U.S. policy with respect to Slovenia is required. Good understanding of the American media environment is required and understanding of how it functions and how it differs from the Slovene media. In-depth knowledge of print media, radio, and television operations in Slovenia is required.
5. Excellent computer skills and the ability to use a variety of software programs and the internet at a high level. Excellent writing skills for reports and program proposals are required.
6. Highly effective communication and interpersonal skills in order to deal productively with a wide range of high-level, influential contacts is required.  
Excellent organizational and supervisory skills and the ability to work effectively under the pressure of deadlines is required.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of 'Needs Improvement' or 'Unsatisfactory' on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174);  
**or**
2. A current resume or curriculum vitae that provide the same information found on the UAE (*see Appendix B*);  
**or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet;  
**plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **SUBMIT APPLICATION TO**

[LjubljanaJobs@state.gov](mailto:LjubljanaJobs@state.gov)

#### **POINT OF CONTACT**

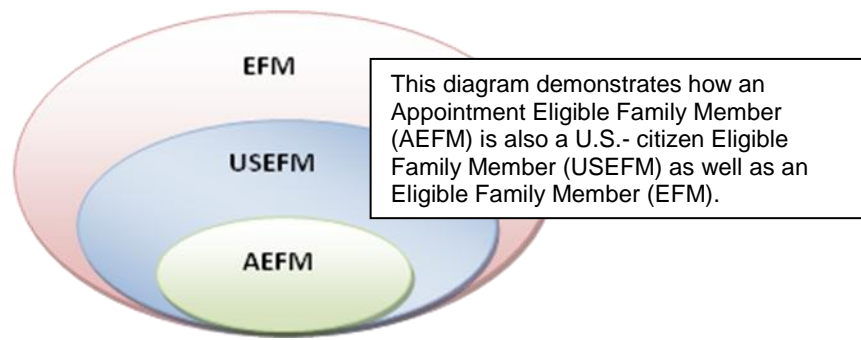
Name: Maja Bizjak and/or Klemen Petrovčič  
Telephone: +386 1 200 5520

**CLOSING DATE FOR THIS POSITION: July 5, 2013**

The US Mission in Slovenia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Appendix A**

**DEFINITIONS**



1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,

- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- **Is** residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References